

NURSERY CREW LEADER

PURPOSE:

Under the direction of the Greenhouse and Nursery Manager, the Nursery Crew Leader directs regular and seasonal employees at the Municipal Nursery in the greenhouse production, maintenance, and harvesting of trees, shrubs, flowers, and other plants for use on City-owned property such as boulevards, at Henry W. Maier Festival Park, and by external municipal customers. In the absence of the Greenhouse and Nursery Manager, the Nursery Crew Leader assumes full responsibility for greenhouse and nursery operations.

ESSENTIAL FUNCTIONS:

Flower production:

- Monitors and directs propagation of bedding plants.
- Monitors condition of plants in greenhouses.
- Directs pest control in greenhouses.
- Prepares bedding plants for shipping to boulevard districts.

Tree production:

- Directs maintenance of and harvests nursery trees.
- Maintains inventory of trees in stock.
- Plants nursery liners (whips).
- Plans for weed control, both chemical and mechanical.

Supervision:

- Serves as the first line supervisor for nursery specialists as well as seasonal personnel engaged in greenhouse and field nursery operations.
- Assumes complete responsibility of greenhouse and nursery operations in the absence of the Greenhouse and Nursery Manager, including handling emergency response to situations such as equipment failures and greenhouse pest and disease outbreaks.

General duties:

- Clears stumps and rocks from fields.
- Schedules grass mowing.
- Maintains nursery roads, waterways, and windbreaks.
- Maintains tool inventories.
- Controls usage of gasoline.
- Implements safe work procedures in greenhouse and field operations.
- Performs other duties as assigned.

CONDITIONS OF EMPLOYMENT:

The person in this position will be expected to work in all weather conditions and must be willing to work evenings, holidays, and occasional weekends as scheduled by the Greenhouse and Nursery Manager.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

MINIMUM REQUIREMENTS:

1. Associate Degree in plant science, botany, horticulture, floriculture, or a related field from an accredited college or university.

NOTE: Copies of transcripts should be submitted with application **-OR-** sent to the City of Milwaukee, Department of Employee Relations, ATTN: Marti Cargile, HR Representative, 200 E Wells St, Rm 706, Milwaukee, WI 53202. (Student copies are acceptable.)

2. One year of experience in greenhouse or nursery operations or in arboriculture, horticulture, or a related field.

NOTE: *Equivalent combinations of education and experience will also be considered.*

3. State of Wisconsin Commercial Pesticide Applicator Certification in Greenhouse and Nursery (Category 3.1) within six months of hire and throughout employment.

4. A State of Wisconsin Commercial Pesticide Applicator License within six months of hire and throughout employment.

5. Valid Wisconsin driver's license at time of appointment and throughout employment.

6. Residence in the City of Milwaukee within six months of appointment and throughout employment.

DESIRABLE QUALIFICATIONS:

- Bachelor's Degree in plant science, botany, horticulture, floriculture, or a related field from an accredited college or university.
- Supervisory or lead worker experience.

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:

- Knowledge of plant science, chemistry, and mathematics.
- Knowledge of inventory management.
- Knowledge of and ability to enforce safety regulations and policies.
- Ability to operate machinery used in the propagation of flowers, plants, and trees.
- Ability to perform accurate calculations.
- Ability to effectively supervise nursery operations staff.
- Oral and written communication skills.
- Interpersonal and customer service skills.
- Basic computer skills.
- Ability to prioritize, organize, and accomplish work.
- Ability to remain calm during emergency situations.
- Ability to lift and move objects weighing 50 lbs. or more.

THE CURRENT SALARY RANGE (255) IS: \$41,153-\$46,786 annually with excellent benefits.

THE SELECTION PROCESS will be job related and will consist of one or more of the following: training and experience evaluation; written, oral or performance tests; or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

The examination will be held as soon as practical after **April 23, 2010**. Receipt of applications may be discontinued at any time after this date without prior notice, however, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified by mail of the date, time and place of the examination.